

Employment Verification - Loan Career and Non-Career Employee

Note: For Postal Inspection Service, please contact the Postal Inspection Service Team at 1-877-477-3273, option 5, then option 6.

A verifier (Mortgage Lender / Creditor) seeking a breakdown of the employee's salary for mortgage purposes must submit their request **in writing** to the HRSSC.

The employee's consent to release this information must be included with the request.

Submit all requests to the HRSSC with the following information:

- Full Name
- Date of Birth
- Mailing Address
- EIN or last 4 digits of SSN
- Employee signature for authorization purposes. (**Note:** Electronic Signatures are not accepted)
- List all information you are requesting

Mail or fax request to:

Career	PCES/IS/PRC
By Mail: USPS/HRSSC Attn: Employment Verification P.O. Box 970400 Greensboro, NC 27497-0400	By Mail: USPS/HRSSC PCES/IS/PRC Attn: PCES/IS/PRC Team P.O. Box 970800 Greensboro, NC 27497-0800
By Fax: 1-336-662-4070 or 1-336-662-4073	By Fax: 1-336-662-4544

The USPS does not accept electronic signatures. All documents must contain a "wet" signature.

Requests must include a current signed and dated authorization from the employee within the last 12 months.

Once your request is received by the HRSSC, it will be completed within 7 to 10 business days from the date of receipt. **Completed forms will be returned via first class mail. They will not be faxed or emailed.**